UTIA Extension SF-425 Procedure

For grants responsible to Extension that are not part of a joint academic department, and for Extension capacity funds, the financial specialist prepares and submits SF-425s after approval by the Budget Director.

- Data comes from the university's financial system, IRIS, an SAP-based product or DASH systems. The financial data is segregated by account with the appropriate FAIN documented on the account. The payroll data must be reconciled to the financial report before the report is submitted.

For competitive projects:

SF-425s for competitive projects are emailed to awards@usda.gov. These reports may be done quarterly and/or annually, and a final SF-425 is submitted at the end of the project.

Grant identifying information is entered at the top followed by standard Extension information.

The correct report type is selected, the basis of accounting is always cash, and the reporting period is entered.

Financial information comes from the ledger(s) for the account(s) associated with the project. Cash Receipts would be total payments received so far from the agency as of the reporting period end date. Cash Disbursements would be the total expenditures as of the reporting period end date.

Total federal funds authorized comes from the award document. The federal share and recipient share (if any) are entered.

Our indirect cost type is modified total direct costs (MTDC). The rate is our federally approved rate at the time of award. The rate may be different depending on whether the work is performed on-campus or off-campus. The amount of indirect costs comes from the ledger as of the end of the reporting period.

For capacity projects (EzFed):

These are done annually in EzFed. The dates are already filled in.

Our account number for the project is entered in #5.

The Basis of Accounting is Cash.

In the Federal Cash section, amounts are based on ledger amounts for the appropriate accounts(s) at the end of the 5 year award period. The a. Cash Receipts and b. Cash Disbursements are entered, and c. Cash on Hand amount is automatically calculated. Similarly, the e. Expenditures (Federal Share) and f. Unliquidated Obligation (Federal Share) amounts are entered and g. Total Federal share is automatically calculated. Same for the Recipient Share section. The person preparing the SF 425 must reconcile each award to the appropriate FAIN account and the payroll distribution reports, ensuring that only the correct number of persons and amount of payroll is reported.

There is no program income or indirect costs for capacity projects.